



Non-Merit Job Vacancy Announcement

PARALEGAL

Pay Grade:	11	Position Type:	Full Time
Salary or Range:	\$2206.92 - \$2923.38 monthly	Work Schedule:	M-F 8:00-4:30 7.5 hrs/day
FLSA Designation:	Non-Exempt	Work Week:	37.5 Hours

Agency: KY Labor Cabinet - Office Of Administrative Law Judges
Work Address: 320 Whittington Parkway, 2nd floor/DWC Suite, Louisville, KY 40222
Work County: Jefferson

AGENCY COMMENTS:

This is a non-merit position with the state. Salary will depend on experience.

DESCRIPTION OF JOB DUTIES:

This position will serve as the Paralegal to an Administrative Law Judge (ALJ) for the Department of Workers' Claims in Louisville, KY. This position will perform paralegal functions in:

- * Researching, analyzing, preparing claim files, preparing draft brief summaries of evidence for opinions, scheduling hearings, making travel arrangements, and writing miscellaneous legal documents such as but not limited to: briefs, pleadings, appeals, motions, and affidavits. This position will also:
- * Guide and assist clerical personnel when necessary with transcription of opinions and motions as well as the preparation of legal documents. This position will:
- * Assist in the duties of answering phone calls, handling and preparing incoming and outgoing mail, and filing, in the absence of clerical staff. Responsibilities will also include:
- * Preparing and maintaining case files and assisting attorney and/or Administrative Law Judge with litigation preparation and the preparation of exhibits.
- * Will be responsible for assisting with case preparation at all stages of the case.
- * Preparing show cause orders for status reports for abeyance cases.
- * Reviewing medical records for the Benefit Review Commission (BRC) and formal hearing cases
- * Preparing memorandum orders prior to sending files to the BRC; reviewing for completeness upon return.

Additionally, this position will be responsible for requesting court reporters and interpreters through the Frankfort office, preparing monthly reports, assisting with travel vouchers, and other duties as requested.

MINIMUM REQUIREMENTS:**EDUCATION:**

Graduate of a college or university with a bachelor's degree in paralegal science or a bachelor's degree with a minor in paralegal studies. (SUBSTITUTE EDUCATION FOR EXPERIENCE: Completion of a two-year program in paralegal studies will substitute for the bachelor's degree requirements; OR A post-baccalaureate certificate in paralegal studies will substitute for the bachelor's degree requirement; OR A Juris Doctorate or a law degree from a college of law will substitute for the education requirement.) (SUBSTITUTE EXPERIENCE FOR EDUCATION: Four years experience as a legal secretary who has researched, analyzed or written legal documents will substitute for the bachelor's degree.)

EXPERIENCE:

None

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: _____)

[Posted on: _____]

Please submit application/resume to Administrative Law Judge Grant Roark. Email to: GrantS.Roark@ky.gov

Please be sure to notate a phone number on your application/resume.

Contact Name: Alj Grant Roark

Contact Method: Email to: GrantS.Roark@ky.gov

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